



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SPR 1420.1 Rev. A**  
**July, 2008**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center SSC Forms Management**

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 2 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## Document History Log

| Status/Change/<br>Revision   | Change Date      | Originator/Phone | Description   |
|--|------------------|------------------|---|
| SPG 1420.1 Basic<br><br>* See note below.  | August 30, 1999  | Jimmie Raymond   | Replaced LA00-CWI-001.<br>Reformatted to SPG for<br>distribution through the<br>SSC Directives System.  |
| SPG 1420.1 Rev. A<br><br>* See note below.   | July 3, 2003     | Renay Nelson     | Changed to reflect SSC<br>Forms Management<br>Automated Process.<br>Reformatted to correct<br>SPG format.   |
| SPR 1420.1 Basic<br><br>* Note: The original<br>history of the prior<br>Directive has been<br>retained here to<br>provide clarity and<br>for tracking and<br>reference purposes. | October 27, 2004 | Renay Nelson     | Revalidated per NASA<br>Rules Review.   |
| SPR 1420.1 A   | May 27, 2008     | Renay Nelson     | Reviewed and revised to<br>reflect correct directives<br>format requirements.<br>Changed instruction to<br>reflect mandatory “shall”<br>requirements. |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |
|  |                  |                  |   |

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 3 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## Table of Contents

|  |          |
|--|----------|
| <b>PREFACE.....</b>                                      | <b>4</b> |
| <b>P.1 PURPOSE.....</b>                                  | <b>4</b> |
| <b>P.2 APPLICABILITY.....</b>                            | <b>4</b> |
| <b>P.3 AUTHORITY .....</b>                               | <b>4</b> |
| <b>P.4 APPLICABLE DOCUMENTS.....</b>                     | <b>4</b> |
| <b>P.5 MEASUREMENT/VERIFICATION .....</b>                | <b>5</b> |
| <b>P.6 CANCELLATION.....</b>                             | <b>5</b> |
| <b>CHAPTER 1. RESPONSIBILITIES AND DEFINITIONS .....</b> | <b>6</b> |
| 1.1 NASA and NASA Contractors .....                      | 6        |
| 1.2 SSC Forms Management Officer.....                    | 6        |
| 1.3 Contractor Forms Manager .....                       | 6        |
| 1.4 Definitions.....                                     | 6        |
| <b>CHAPTER 2. PROCESS AND PROCEDURES .....</b>           | <b>8</b> |
| 2.1 Process Control .....                                | 8        |
| 2.2 Forms Availability Review .....                      | 8        |
| 2.3 Requests for New or Revised Forms .....              | 8        |
| 2.4 Design and Approval .....                            | 8        |
| 2.5 Records Retention.....                               | 9        |

## Figures

|  |    |
|--|----|
| Figure 1 Forms Management and Control Flowchart..... | 10 |
|--|----|

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 4 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## PREFACE

### P.1 PURPOSE

- a. The purpose of this directive is to implement NASA/SSC requirements for forms management and provide continuous analysis and control of all forms to ensure that existing forms remain effective and efficient, and that new form needs are met cost-effectively without duplication.
- b. Forms at SSC shall be coordinated, managed, controlled, and kept to a minimum.

### P.2 APPLICABILITY

- a. This directive applies to all SSC NASA personnel and organizations.
- b. This directive applies to all SSC NASA Contractor organizations to the extent specified by their respective contracts.
- c. This directive applies to the development, issuance, and management of forms issued at SSC.

### P.3 AUTHORITY

- a. 42 U.S.C 2473 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 5 U.S.C. § 552a, Privacy Act of 1974, as amended.
- c. 44 U.S.C. § 3501, Paperwork Reduction Act of 1995, as amended.
- d. NPD 1420.1, NASA Forms Management.

### P.4 APPLICABLE DOCUMENTS

All references are assumed to be the latest version unless otherwise specified.

- a. NPD 1382.17, NASA Privacy Policy.
- b. NPR 1441.1, NASA Records Retention Schedules.
- c. NPD 1490.1, NASA Printing, Duplicating, and Copy Management.
- d. NPR 1600.1, NASA Security Program Procedural Requirements.
- e. NPD 2810.1C, NASA Information Security Policy.
- f. NASA-STD-2804, Minimum Interoperability Software Suite.

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 5 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## **P.5 MEASUREMENT/VERIFICATION**

a. The Center Forms Manager shall conduct a biennial review of Center forms for adequacy, revising forms as necessary, and canceling forms no longer needed.

b. Findings shall be documented.

## **P.6 CANCELLATION**

SPR 1420.1 Rev. Basic dated October 27, 2004

*Signature on file*

Robert D. Cabana  
Director

## **DISTRIBUTION**

Approved for public release via NODIS; distribution is unlimited.

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 6 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## CHAPTER 1. RESPONSIBILITIES AND DEFINITIONS

### 1.1 NASA and NASA Contractors

- a. SSC NASA and NASA Contractor organizations shall adhere to the established procedure for approval and implementation of forms to be used at SSC.
- b. Contractors shall appoint a Contractor Forms Manager (CFM) to control and number contractor forms.
- c. Each SSC organization shall ensure that all forms used at SSC to conduct business, are officially approved and entered into the forms system.

### 1.2 SSC Forms Management Officer

- a. The SSC Forms Management Officer (FMO) shall control the establishment of new forms and the revision of existing forms.
- b. The FMO shall coordinate the design, assign the form numbers and edition dates, and manage the printing and stocking (as necessary) of SSC forms. The FMO position resides in the Office of the Chief Information Officer (CIO) within the Center Operations Directorate.

### 1.3 Contractor Forms Manager

The Contractor Forms Manager (CFM) is responsible for controlling and numbering contractor forms, and assigning edition dates.

### 1.4 Definitions

**Contractor Forms Manager (CFM):** The person who manages, controls, and numbers forms created by the contractor.

**Form:** Any document with a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, including a form that is displayed and may be filled in on a computer screen.

**Forms Management Officer (FMO):** The person who coordinates the SSC Forms Management Program, and who manages and approves the design, establishment, and implementation of all new or revised forms and reprints at SSC, including requests initiated by the contractor.

|   |                                |      |   |
|---|--------------------------------|------|---|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1                     |      | A |
|   | Number                         | Rev. |   |
|   | Effective Date: July 08, 2008  |      |   |
|   | Expiration Date: July 08, 2013 |      |   |
|   | Page 7 of 10                   |      |   |
| Responsible Office: Center Operations Directorate |                                |      |   |
| SUBJECT: SSC Forms Management                     |                                |      |   |

**Organization:** A generic term used to describe an SSC Organization, Program/Project, Directorate, Laboratory, Division, Branch, or Team Level.

|   |                  |               |
|---|------------------|---------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1       | A             |
|   | <i>Number</i>    | <i>Rev.</i>   |
|   | Effective Date:  | July 08, 2008 |
|   | Expiration Date: | July 08, 2013 |
| Page 8 of 10                                      |                  |               |
| Responsible Office: Center Operations Directorate |                  |               |
| <b>SUBJECT: SSC Forms Management</b>              |                  |               |

## CHAPTER 2. PROCESS AND PROCEDURES

### 2.1 Process Control

Forms at SSC shall be coordinated, managed, and controlled as depicted herein. The forms management and control process is depicted in Figure 1.

### 2.2 Forms Availability Review

SSC NASA and Contractor organizations shall check needs for new forms against existing SSC Forms, NASA Forms, and General Services Administration (GSA) Standard and Optional Forms, to ensure that there are none available for use before generating new forms (see SSC Electronic Forms page/SSC Intranet).

### 2.3 Requests for New or Revised Forms

SSC NASA and Contractor organizations requiring new or revised forms, or reprints, shall complete and submit Form SSC-0, *Request for New or Revised Form*, with new draft or sample form to the SSC FMO for review, approval, development, and placement in system. Form SSC-0 is an electronic form available from the SSC Portal page.

### 2.4 Design and Approval

a. The FMO shall prepare and approve the final design of requested forms and add to the SSC Forms System.

b. Forms design shall address and incorporate as appropriate requirements of the following instructions:

- (1) NPD 1382.17, NASA Privacy Policy.
- (2) NPR 1441.1, NASA Records Retention Schedules.
- (3) NPD 1490.1, NASA Printing, Duplicating, and Copy Management.
- (4) NPR 1600.1, NASA Security Program Procedural Requirements.
- (5) NPD 2810.1C, NASA Information Security Policy.
- (6) NASA-STD-2804, Minimum Interoperability Software Suite.

c. Many forms may exist in Microsoft (MS) Word (or one of the other standard formats in the MS Office Suite). However, new forms shall be developed in electronic format, as appropriate, using the agency standard software.

d. Existing SSC forms shall be transitioned to the agency standard when appropriate.



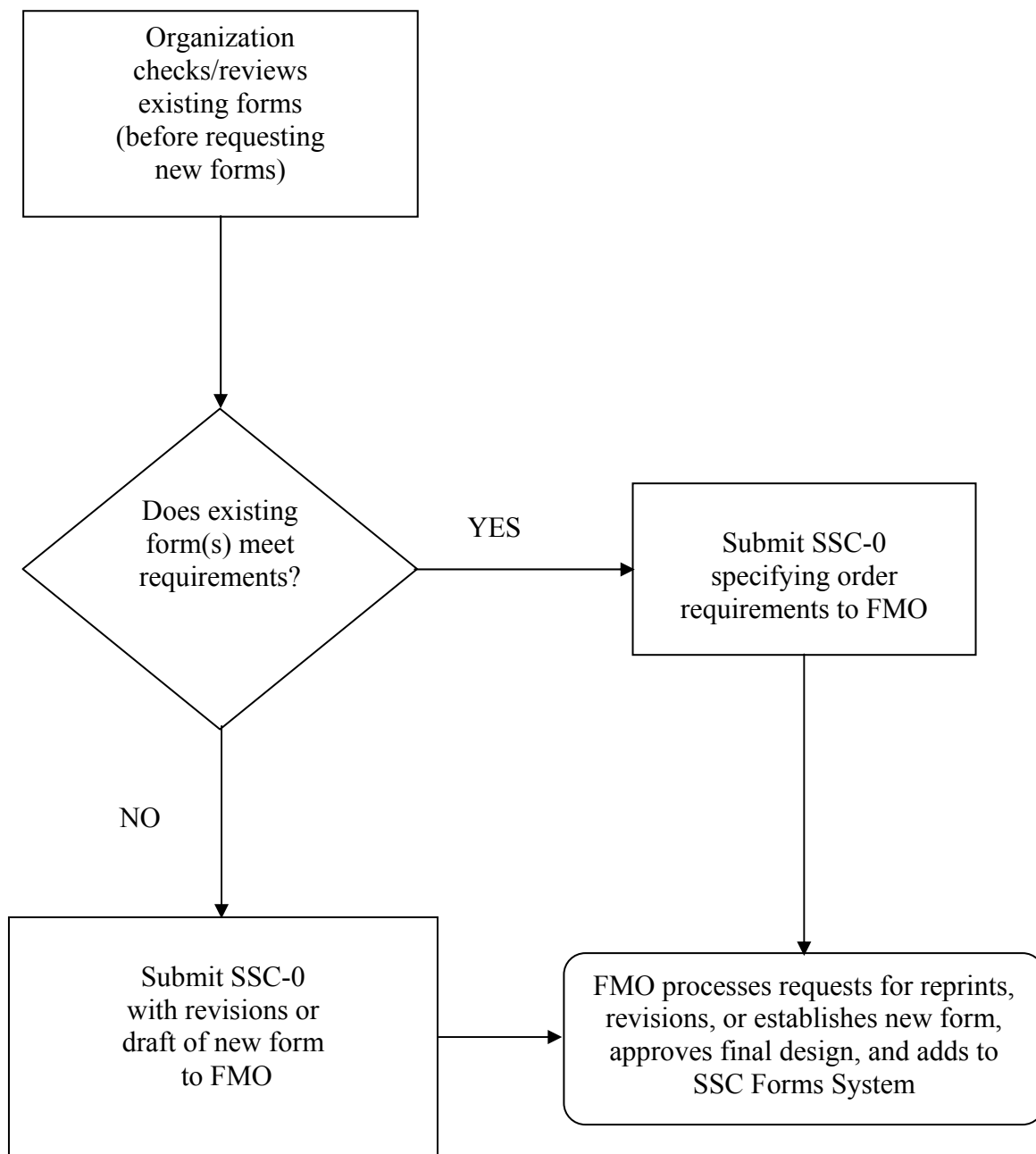
|   |                                |             |   |
|---|--------------------------------|-------------|---|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1                     |             | A |
|   | <i>Number</i>                  | <i>Rev.</i> |   |
|   | Effective Date: July 08, 2008  |             |   |
|   | Expiration Date: July 08, 2013 |             |   |
|   | Page 9 of 10                   |             |   |
| Responsible Office: Center Operations Directorate |                                |             |   |
| SUBJECT: SSC Forms Management                     |                                |             |   |

e. Official reference for the most current forms shall be online through the SSC Electronic Forms page.

## 2.5 Records Retention

Records shall be filed in the Official Forms File and dispositioned in accordance with NPR 1441.1, NASA Records Retention Schedules.

|   |                                |             |
|---|--------------------------------|-------------|
| Stennis<br>Procedural<br>Requirements             | SPR 1420.1                     | A           |
|   | <i>Number</i>                  | <i>Rev.</i> |
|   | Effective Date: July 08, 2008  |             |
|   | Expiration Date: July 08, 2013 |             |
| Page 10 of 10                                     |                                |             |
| Responsible Office: Center Operations Directorate |                                |             |
| <b>SUBJECT: SSC Forms Management</b>              |                                |             |



**Figure 1 Forms Management and Control Flowchart**